



Developing an Action Plan for Implementation

An action plan is a document that outlines how to turn your vision into reality. It describes the way your group will use specific violence prevention approaches to the objectives of the comprehensive violence prevention plan. The plan will help answer these critical questions:

- What actions or changes will occur?
- Who will carry out these changes?
- By when they will take place, and for how long?
- What resources (i.e., money, staff) are needed to carry out these changes?

An action plan is developed before implementation and should be revisited often. This tip sheet builds on the guidance presented in *Violence Prevention in Practice*.

Action Plan Components

- **Key Stakeholder Roles and Responsibilities** – Include a list of people responsible for all aspects of implementation, their roles and organizations, and contact information.
- **Action Steps and Timeline** – Include the goals, tasks, required resources, key people responsible, and how you know the goal has been accomplished. Have a schedule with tasks in chronological order, beginning and completion dates for each task, and milestones. For each action step, it will be important to describe:
 - **What** actions or changes will occur (task)
 - **Who** will carry out these changes (responsible party)
 - By **when** they will take place, and for how long (timeline)
 - **How** you will know that they have been accomplished (performance measures)
- **Required Resources and Support** – Outline the supports necessary for implementing the policy, practice or program. This could include funding, facilities, staff, materials, training, computing equipment and software, or other resources.
- **Communication Plan** – Identify who needs to know about specific activities and progress. Include stakeholders who are involved in the day-to-day activities and those who are involved in the comprehensive violence prevention plan at a broader level.
- **Potential Barriers and Facilitators** – It is helpful to identify potential barriers as early as possible and look for potential strategies to address them.



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Using the Action Plan

An action plan is a “living document” and should be incorporated into everyday activities of the implementation process. It allows the group to keep track of what they said they would do, and whether there is progress. Include information on how often (quarterly, annually) the plan will be reviewed and modified, if needed. This allows the plan to be an up-to-date document that continues to guide planning. Here are some ideas to keep everyone involved:

- Distribute the plan in writing to all key stakeholders, with names and timelines attached to specific tasks.
- Set clear performance measures or indicators that can be reported on regularly.
- Set up a process to share accomplishments and barriers to implementation. Create an environment that supports continuous quality improvement.
- Celebrate the accomplishments. It is important to recognize achievements by the group as a whole.

Additional Resources



Developing an Action Plan (Community Toolbox)

<https://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/develop-action-plans/main>



DELTA PREP Toolkit - Action Planning Worksheet

<http://vawnet.org/DELTAPREPToolkit/docs/ActionPlanningWorkbook.pdf>